

COMMONWEALTH OF VIRGINIA

Emergency Operations Plan



Recovery Programs

Volume II

Support Annex 2

Virginia Department of Emergency Management

September 2007

RECOVERY PROGRAMS

A. Introduction

This annex addresses the administration of federal and state programs that operate as an extension of public policy to assist individuals and communities recover from disasters. The federal Stafford Act establishes programs to provide financial assistance to individuals and to local and state governments after a disaster has occurred. Although there are other government and non-government entities that design and implement disaster assistance programs, the federal Stafford Act programs form the framework for short-term recovery in most disasters.

As demonstrated by the history of federal disaster declarations, Virginia is more likely than most states to have disasters that reach the threshold of receiving federal assistance. As a result, state government and local governments in Virginia have close and sustained working relationships with the Federal Emergency Management Agency (FEMA) Region 3 staff that manage the Stafford Act recovery programs.

B. Scope

This annex addresses the administration of the programs authorized by the Stafford Act and the Code of Virginia for implementation in Virginia. The purpose and concepts of operations for recovery management are addressed in *COVEOP, Emergency Support Function Annex #14: Long Term Community Recovery*.

The organization of the annex and Virginia's recovery operations are aligned with the National Incident Management System (NIMS). Therefore, the recovery programs are addressed within the sections for command/coordination, planning, operations, logistics and administration/finance.

C. Transition from Response to Recovery

1. Summary of Response Operations

The response phase of an emergency or disaster begins with an actual threat or event and continues as government and non-government agencies provide immediate assistance to the people and communities affected by the incident.

Many of the response actions establish the framework for both short-term and long-term recovery. The Governor's declaration of a 'state of emergency' acknowledges that the threat or incident will exceed or has exceeded local capabilities and thereby the order authorizes the mobilization of state resources.

As situation reports and initial damage assessments are received at the VEOC from local governments, they are analyzed and form the basis of a statewide profile of the event.

The Recovery Transition Team in the VEOC may decide that the profile has the potential to exceed state resources and consideration should be given to requesting federal aid. After the VEOC has conducted more comprehensive damage assessments, the Governor may send a

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request to the president for a declaration of ‘emergency’ or ‘major disaster’ which would authorize the Stafford Act disaster assistance programs.

2. Recovery Transition Team

While awaiting the president’s response, the Recovery Transition Team will work closely with the on-site FEMA liaison team to respond to requests for additional information and to plan for the transition to the Joint Field Office (JFO) when the declaration is made.

3. Presidential Declaration

When the president declares an emergency or major disaster, the White House will communicate directly with the Governor’s Office. The VEOC will be notified by the Governor. Both the White House and the Governor’s Office will issue media advisories that provide information about the scope of the declaration.

The Governor assigns a State Coordinating Officer (SCO) to coordinate with the Federal Coordinating Officer (FCO) in the administration of the Stafford Act programs and the introduction of federal assets into the communities affected by the event. The SCO carries out the Governor’s priorities for recovery. The SCO is usually the State Emergency Management Coordinator at VDEM, assisted by one or more Deputy State Coordinating Officers (DSCO) from the VDEM staff.

As soon as possible after a declaration, the SCO and the recovery staff will move to the Joint Field Office (JFO).

4. Joint Field Office (JFO)

The facility is leased by the federal government with space allocated for FEMA and other appropriate federal agencies and for state agencies involved in the recovery operations. The SCO will work with the FCO to ensure that all appropriate state staff is accommodated in the JFO. In Virginia, the state has a program manager to partner with every FEMA program manager. All outreach to local or state officials from the JFO is initiated by the state staff.

In addition to the focus of the JFO on administering the three short-term Stafford Act grant programs¹ quickly and efficiently, the JFO also sets the tone for the joint federal-state presence in the disaster area and serves as the focal point for development of disaster-specific initiatives (state and federal) and implementation of the overall recovery strategy.

Joint FEMA-Virginia recovery operations will begin in the JFO within 48-72 hours of the presidential declaration. The SCO or DSCO will relocate to the JFO as soon as possible and invite local officials to visit the JFO.

¹ Public Assistance (PA) Program, Individuals and Households Program (IHP) and the Hazard Mitigation Grant Program (HMGP) in accordance with CFR 44.

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D. Organization for Recovery

1. Overview

The VERT Recovery will be organized according to the *COVEOP Basic Plan* as illustrated in the chart on page 7. Consistent with NIMS, the organization for recovery will be scalable and staffed according to the scale of the disaster. For purposes of the *COVEOP*, short-term and long-term operations are divided by time expectations². Short-term recovery operations can be completed in the JFO in six months or less. Long-term recovery operations are for disasters of a larger scale, for which the JFO will be the focal point for recovery operations longer than six months.

The organization for the VERT in the JFO mirrors the federal organization as illustrated in the *National Response Plan*. The COV staffing is flexible to meet the scale of the disaster. In general terms, the COV staff will be the primary liaison between the JFO and local governments for all forms of federal assistance.³ In addition, the COV staff will be co-located with federal staff in the JFO and will partner with federal representatives in the field. This will ensure that there is a constant exchange of information between state and federal staff that will maximize the level of services delivered to Virginia's citizens.

Agencies with operational responsibilities include, but are not limited to:

- Department of Social Services
- Department of Mental Health, Mental Retardation and Substance Abuse Services
- Department of Housing and Community Development
- Department of Criminal Justice Services
- State Corporation Commission – Bureau of Insurance
- Department of Agriculture and Consumer Services
- Department of Transportation
- Department of Conservation and Recreation
- Department of Game and Inland Fisheries
- Marine Resources Commission
- Department of Environmental Quality
- Department of Forestry
- Department of Historic Resources
- Department of Motor Vehicles
- Virginia Bar Association - Young Lawyers
- Virginia Employment Commission
- Virginia Housing Development Authority
- Virginia VOAD
- Virginia Workers' Compensation Commission

2. Command for Recovery

Governor

In the recovery phase of all disasters, the Governor is the Director of Emergency Management for the Commonwealth. The Secretary of Public Safety may provide advice and counsel on the Governor's behalf. The SCO is the Governor's designee in the JFO. In a

² ESF #14 Annex-Community Recovery

³ Administrative plans for federal disaster assistance programs are appendices to this annex and are published and maintained separately.

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large-scale disaster, the Governor may activate the Economic Crisis Strike Force to operate in coordination with, but separate from, the joint federal-state operations of the JFO.

Economic Crisis Strike Force

The Code of Virginia established the Economic Crisis Strike Force for the purpose of serving as a working group to respond to economic disasters in Virginia communities. It may be used in economic crisis situations which in the opinion of the Governor adversely affect the welfare of the citizens of the Commonwealth⁴.

The Secretary of Commerce and Trade (SCT) chairs the Strike Force which includes high level representatives designated by the Secretaries of Education and Health and Human Services and by several designated agencies. Staff support for the Strike Force shall be provided by the Office of the Governor and the SCT.

3. JFO Coordination

State Coordinating Officer (SCO)

The SCO manages the state activities in the JFO. The SCO represents the Governor in the development of disaster-specific state/federal priorities and policies for recovery. The Deputy SCO assists the SCO in the development of policies and operational plans and oversees the day-to-day operations of the JFO. Among the first priorities of the SCO, in cooperation with the FCO, are the following:

- *Delineation of the disaster area -*
The SCO/DSCO will contact the elected officials in each declared city and county to apprise them of the status of the joint federal-state operations and discuss community outreach efforts. The federal disaster assistance programs will be available only for eligible applicants located in the cities and counties designated in the declaration. If additional information indicates that other localities may qualify for aid, the FCO/SCO will authorize the PDA process for those localities.
- *Written federal-state agreement -*
The Stafford Act requires that federal assistance be based on a disaster-specific written agreement between the Governor and FEMA. This document, known as the FEMA-State Agreement – FSA, states the responsibilities of the state and federal governments under the disaster declaration. The FSA must be signed by the Governor and by the FEMA Regional Director before federal funds can be expended for the disaster.

The JFO Coordination component will include the SCO (VDEM) and FCO (FEMA), but may also include the heads of other federal and/or state agencies, depending on the nature and scale of the disaster. The SCO/DSCO office may also include a Chief of Staff and Special Assistants as appropriate.

The JFO Coordination group may include offices for external affairs, the safety officer, the Office of the Attorney General, and liaison officers for non-government sectors including non-profit and private industry.

⁴ § 2.2-205.1 Code of Virginia
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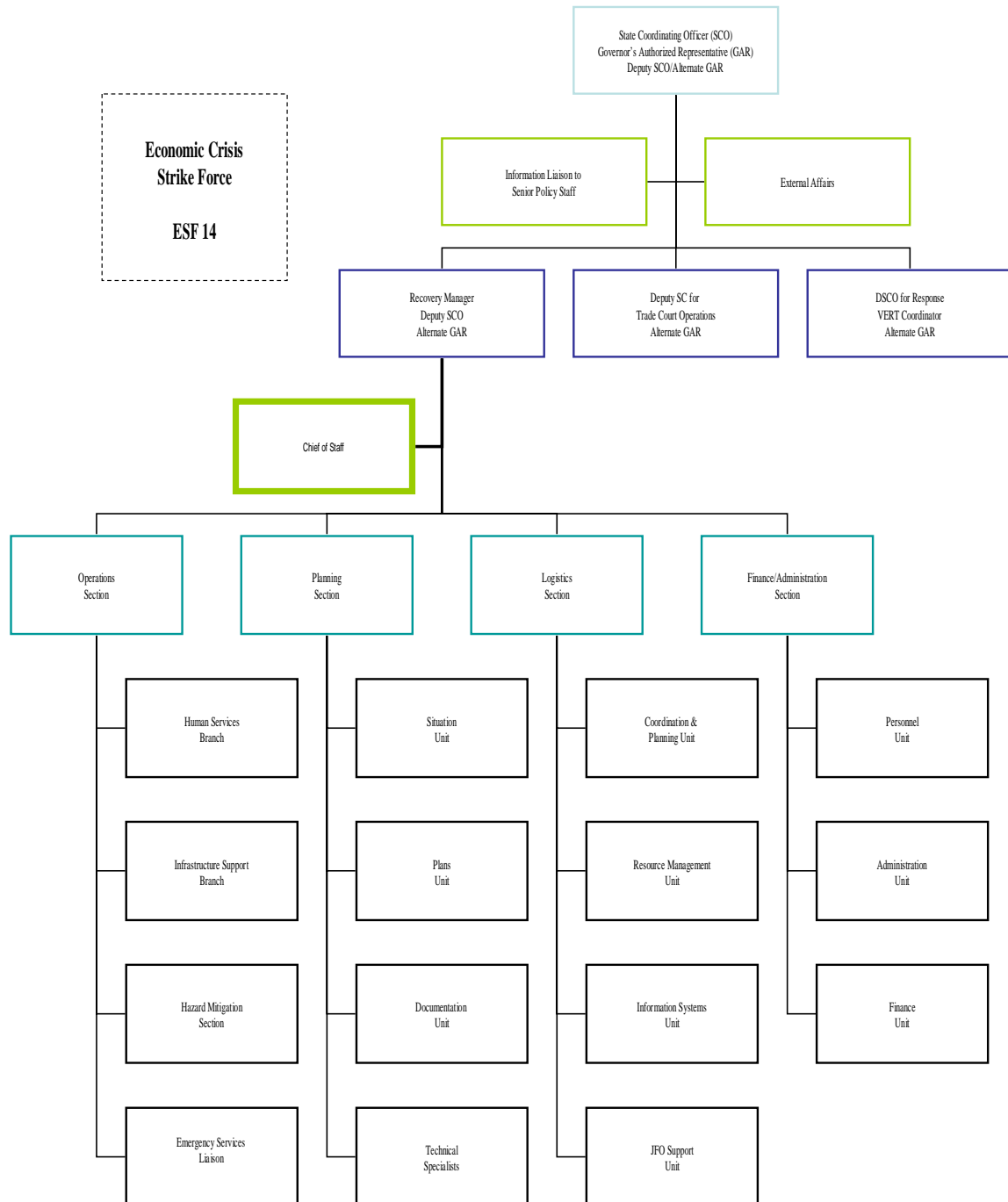
External Affairs

External Affairs may include the joint information center, community relations, local government liaison, legislative liaison, voluntary agency liaison, private partnership liaison, and, if needed, the coordination office for volunteers and donated goods and services. As an alternative, the liaison functions (local government, voluntary agency, and private sector) may be assigned to the office of the Chief of Staff rather than to External Affairs.

- a. **Joint Information Center (JIC)**
Managed jointly by the FEMA and VDEM Public Affairs Officers, the JIC monitors media and public meetings, develops and issues public information statements and public health and safety advisories, and supports the FCO/SCO in public statements and presentations. If continuation of the Virginia Public Inquiry Center (VPIC) from the response phase is appropriate, the JIC in the JFO will continue to manage that function.
- b. **Community Relations (CR)** is a joint state-federal outreach program that adjusts to the scope of the disaster. The key roles of CR are to establish a presence in every neighborhood in the disaster area to reassure citizens that recovery activities are underway, and to open and maintain communication pathways between citizens and recovery decision makers. CR adapts to the unique needs of each community. Activities may include neighborhood canvassing, distribution of flyers, supporting community meeting, and hosting JFO officials. Specialized teams may also help people who have special needs or counsel families of the deceased.
- c. **Local Government Liaison (LGL)** establishes a state-to-local relationship during the response phase of the disaster and continues that relationship through recovery. The purpose of LGL is to ensure that local governments have direct access to the SCO and that all concerns expressed by the local government are addressed quickly and directly.
- d. **Legislative Liaison (LL)** ensures that the elected members of the Virginia General Assembly have direct and prompt access to all disaster information and recovery actions that affect the people whom they represent. The state LL works closely with the FEMA Congressional Liaison to ensure that elected officials in the General Assembly and the U.S. Congress have consistent, timely and accurate information.
- e. **The Voluntary Agency Liaison (VAL)** ensures that voluntary agencies active in the disaster recovery receive timely and accurate information, and that the JFO is aware of the activities of those agencies. The Virginia VOAD (Voluntary Organizations Active in Disasters) may provide staff for the VAL component. The VAL works closely with the human services staff in the Operations Section to facilitate the coordination and sharing of information and resources among government and non-government agencies involved in the recovery.

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- f. Private Partnership Liaison (PPL) ensures that communications with private entities critical to the recovery operations are established and maintained. Depending upon the scale and type of disaster, private employers and/or service providers may be critical elements of the recovery process. The PPL works closely with the SCO and the other elements of External Affairs to ensure that communications between the private sector and government sector are timely and accurate.
- g. Coordination of volunteers and donated goods. Depending on the scale and location of the disaster, the JFO may implement the *Volunteer and Donations Management Plan (COVEOP, Support Annex 6)* and assume the management role for that function. The function may be a component of External Affairs or of the Human Services Branch of the Operations Section. In very large events this function may report directly to the SCO.
- h. The plan addresses the centralized coordination of disaster-specific (“unaffiliated”) volunteers and the management of unsolicited donations. This support operation requires close coordination with the VAL and the Virginia VOAD, and with local CERTs (Community Emergency Response Team) and local recovery task forces – all of which have programs and resources to help people in disaster areas.

4. Planning Section

The Planning Section in the JFO will reflect the capabilities of the unit illustrated on the chart on page 7, but staffing will depend on the scale of the disaster. Not all units will be needed for every disaster. Consistent with the NIMS, however, units may not be moved from one section to another, nor should a unit stand alone without the appropriate (Planning) section.

In short-term recovery operations, the Planning Section is responsible for establishing state and federal priorities, developing a disaster-specific strategic plan with goals, objectives and milestones, compiling incident action plans for designated time periods, and documenting the incident through situation reports and after-action reports. The section includes resources to analyze the disaster impact and assign recovery resources using demographic and geographic information. The section must also be able to document actions and provide the FCO/SCO with projections and potential consequences of proposed actions.

In long-term recovery, the Planning Section will work closely with the Economic Crisis Strike Force or other planning element of the Governor’s Office. The structure for recovery from a large-scale or catastrophic disaster will expand beyond the JFO and encompass a strategic planning process of its own. The Commonwealth’s recovery strategy for such an event will be the result of a comprehensive local, regional and statewide planning process and may include broad categories such as land use, transportation, affordable housing, education, tourism, agriculture and forest resources, non-government resources and many more.

5. Operations Section

The JFO Operations Section will be composed of four branches: human services, infrastructure support, hazard mitigation and emergency services. The Emergency Services Branch includes functions initiated during the response and continuing into the recovery phase of the event, such as disease prevention activities of ESF 8 and hazardous materials

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clean-up by ESF 10. If the event was caused by a criminal action such as terrorism, ongoing investigative and security operations elements will be part of the branch and section.

An Operations Section manager will be assigned by the SCO to oversee the operational and administrative functions of the branches in the section. The Operations Section may be subdivided geographically in a large disaster.

Programs and disaster-specific initiatives that directly benefit the people and communities impacted by the disaster are components of the Operations Section. The three primary Stafford Act financial assistance programs, Public Assistance (PA), Individual and Households Program (IHP) and the Hazard Mitigation Grant Program (HMGP), are elements of the Operations Section.

Human Services Branch

Human Services is the JFO function that manages disaster assistance services to individuals and families who have been affected by a disaster. Both financial aid and direct services may be available to people impacted by the disaster. The human services staff includes a branch chief, an Individual Assistance Officer, and program managers and staff appropriate for the scale of the event. Procedures for the JFO Human Services Branch have been developed and are maintained as a separate appendix in support of this annex.

When a disaster is declared, FEMA publishes procedures for registering for federal assistance. To be eligible for aid, an individual must live in a locality named in the declaration and must have been affected by the event. Eligibility and the amount of aid are determined by FEMA. VDEM partners with FEMA to provide state-specific information to applicants through the tele-registration process. A single registration process provides access to FEMA disaster assistance programs and the SBA Disaster Loan Program.

Several programs are authorized by the Stafford Act for implementation in disaster areas. VDEM coordinates with the appropriate state agencies to provide the programs listed below.

The primary financial recovery program is private insurance. The federal aid programs are “last resort” programs – applicable only after all other sources of assistance have been considered. If insurance does not cover private losses, homeowners may be eligible for the SBA program. If an applicant is not eligible for SBA, the FEMA IHP programs may be an appropriate resource.

Human Services Programs

- Individuals and Households Program (IHP) -

IHP benefit assistance has two main components: Housing Assistance (HA) and Other Needs Assistance (ONA). Through HA, FEMA provides cash grants for home repair and rental assistance for people who cannot immediately return to their damaged homes. At times conditions may warrant the use of temporary housing units, such as trailers, rather than cash for rent. For other expenses, such as replacement of personal property, funeral expenses or transportation costs, applicants may be eligible for cash grants through ONA. The COV shares expenses for ONA and VDSS manages the program. The

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Administrative Plan for the Other Needs Assistance Program has been developed, and is maintained and published separately as an appendix to this annex.

The Temporary Housing Program is implemented when rental units are not available to house people who cannot immediately return to their damaged homes. In most disasters, FEMA provides travel trailers or manufactured homes as temporary housing units for disaster victims to use for up to 18 months. These units may be placed on the applicant's property or grouped with others into a multi-family campus.

Although FEMA manages the temporary housing program, VDEM coordinates with local officials to facilitate the placement of the units on private property and to ensure that local and state codes and ordinances are followed. The VDEM liaison role continues as long as the temporary housing units are needed. If the units are needed beyond the FEMA terms, VDEM may assume ownership and management of the units.

For catastrophic events large-scale temporary housing operations become more complex. FEMA may implement large-scale temporary housing complexes in coordination with state and local officials. If the Governor has asked the Economic Crisis Strike Force to coordinate recovery, it will work with FEMA and the federal and state housing agencies (DHCD and VHDA) to develop solutions for both temporary and permanent housing needs.

- **Crisis Counseling Grant Program**
The Stafford Act provides the potential for grant funds to the state to provide mental health services so that the psychological needs of disaster victims are addressed. The Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) determines the need and the scope for the program in a specific disaster. That agency applies to FEMA for the grant and administers the program.
- **Disaster Unemployment Assistance (DUA)**
The Stafford Act provides the potential for supplementary funds for individuals whose unemployment is a direct result of the disaster. Eligibility criteria are broader than for regular unemployment assistance. The Virginia Emergency Commission (VEC) requests activation of the program and administers the funds.
- **Disaster Food Stamps**
In some disasters, VDSS may issue food stamps to eligible disaster victims. Eligibility criteria are broader than for the regular food stamp program.
- **Disaster Legal Services**
The services of attorneys to provide legal advice to disaster victims is made available through a Memorandum of Agreement between FEMA and the American Bar Association. In Virginia, the services are provided by members of the Young Lawyers Section.
- **Disaster Recovery Centers (DRC)**
In most disasters in Virginia, VDEM and FEMA coordinate with local officials to establish DRCs in locations accessible to all areas impacted by the disaster. The location of the DRCs depends on the number of people affected by the disaster and the distance between affected areas. A DRC may be a fixed facility or a mobile unit;

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it may be open for several weeks or only a few days. The DRCs offers people an opportunity to meet personally with representatives of state, federal and local service agencies that offer assistance programs and services. DRCs provide services for people who need special assistance such as guidance in clean-up and repair and information about insurance and aid.

- **Case Management**

In addition to the services offered through the FEMA disaster assistance programs and the DRC services, Human Services staff serve as Ombudsman for private citizens who are disaster victims. Throughout the duration of the disaster recovery period, during JFO operations and later, people may contact the Human Services staff for questions about assistance received and not received. The VDEM staff will involve other state human services agencies, such as the Department for Aging and the Bureau of Insurance to assist individuals.

Human Services Partnerships with Localities

- **Local Disaster Recovery Task Force-**

A prominent activity of the Human Services staff is to leverage resources in each community to help disaster victims whose needs are unmet by insurance and the FEMA financial programs. At the JFO, the DHCD Coordinator for Local Disaster Recovery Task Forces works with local officials, and with the Voluntary Agency Liaison in the JFO, to organize task forces and strengthen existing task forces. The purpose of these local groups is to draw on the resources within the community to meet the needs of individuals and families.

Infrastructure Support Branch

This branch is responsible for the functions that protect, repair or rebuild the infrastructure affected by the disaster. This includes the transportation system, critical utilities and communications systems, public buildings and the assurance of the continuity of local and state government. In the JFO this branch is responsible for the implementation of direct assistance to local and state governments and for the implementation of the FEMA Public Assistance Program.

- **Federal Direct Assistance –**

In some disasters the state may determine that neither the localities nor state agencies can carry out a specific function and may ask the federal government to perform that function. For example, the state may ask FEMA to manage mosquito spraying to prevent disease or debris clearance to dispose of mass amounts of debris. FEMA may then assign that mission to a federal agency or contract with public or private organizations to carry out the function.

- **Public Assistance Program (PA) -**

Most services to repair and reconstruct infrastructure are not implemented directly by federal agencies, but are carried out by local governments or non-profit cooperatives or service authorities. FEMA may reimburse the eligible costs in compliance with the Stafford Act.

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The SCO designates a Public Assistance Officer (PAO) who works closely with the FEMA Public Assistance Officer to implement the program in each disaster in Virginia. The state staff, in addition to the PAO, consists of assistants to the PAO, project officers, engineering and environmental reviewers, administrative staff and others as appropriate for the scale of the disaster.

The Stafford Act authorizes FEMA to reimburse eligible agencies for the at least 75% of the costs through the FEMA Public Assistance (PA) Program. In Virginia the PA Program is a shared cost with the state. Therefore the state staff at the JFO is very involved in the implementation of the program.

The program is implemented in Virginia in accordance with the *State Administrative Plan for the Public Assistance Program*, which is a separately published appendix in support of this annex. The procedures for organization and implementation in a specific disaster are addressed in the plan that is developed for each disaster.

VDEM coordinates the state participation in the PA Program and assists applicants in preparing applications for cost recovery. FEMA determines eligibility and the amount of financial assistance.

- Assistance for Undeclared Localities -

The Code of Virginia authorizes VDEM to offer potential financial assistance to localities that have been affected by a disaster but do not have enough cumulative damages to qualify for a federal declaration for Public Assistance. The state program, known as **Commonwealth Emergency Relief for Localities**, has the same cost and project eligibility criteria as the FEMA program. The state program may be implemented for towns, cities or counties that have a declared disaster but are only authorized for the IHP program for individuals, or it may be implemented for localities that have a small-scale or localized event and do not have any type of federal disaster declaration. Procedures for the state program are addressed in a separately published SOP in support of this annex.

- The Commonwealth developed and currently maintains a debris management annex, which is currently being reviewed and updated. The state is in the process of establishing debris management and monitoring contracts on a regional basis using the Virginia Department of Emergency Management's regions as the framework.

Hazard Mitigation Branch

The Commonwealth's Hazard Mitigation Program is characterized in *COVEOP Support Annex 3: Standard and Enhanced Hazard Mitigation Plan*. Plan submittal to FEMA and subsequent approval on a three year cycle is required through Section 322 of the Stafford Act for the state to maintain eligibility for disaster recovery public assistance and hazard mitigation grant programs, as well as for the pre-disaster mitigation program. The plan characterizes hazard mitigation goals, objectives and strategies for the Commonwealth based on a comprehensive hazard identification and risk analysis process that resulted in highlighting the Commonwealth's vulnerability to all hazards.

The function of the Hazard Mitigation Branch in the JFO is to survey the types of damages that occurred in the disaster and promote mitigation measures to reduce the risk of similar

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damages occurring in the future. The staff may provide both services and financial aid to help public and private property owners reduce their vulnerability to hazards.

The SCO designates a State Hazard Mitigation Officer (SHMO) for each disaster. The SHMO is usually the VDEM Hazard Mitigation Program Manager. The SHMO determines appropriate VDEM staffing for the JFO according to the nature and scale of the disaster. Hazard specialists and technical advisors from other state agencies, such as the Bureau of Insurance, the Department of Historic Resources or the Floodplain Management Program (Department of Conservation and Recreation), may work with the SHMO to analyze the damages and determine appropriate mitigation measures.

JFO Initiatives

- **Mitigation Strategy**
During the early days of the JFO, the joint federal-state mitigation staff collaborate to develop a disaster-specific strategy that addresses JFO and post-JFO activities. The strategy, which is approved by both the SCO and the FCO, details the major mitigation initiatives that will be conducted during the operation of the JFO. In addition, it characterizes funding priorities for the Hazard Mitigation Grant Program (HMGP). Mitigation strategies typically included community education initiatives targeted to impacted neighborhoods or types of businesses, technical workshops and environmental mitigation.
- **Hazard Mitigation Administration Plan**
The plan, which is a separately published appendix in support of this annex, is maintained and updated to reflect all relevant, current FEMA and Commonwealth Hazard Mitigation Grant Program (HMGP) management procedures.
- **Hazard Mitigation Grant Program (HMGP)**
The HMGP program is a cost-share FEMA grant program authorized by the Stafford Act. Eligible applicants for HMGP are local governments, state agencies and certain non-profit organizations. The amount of grant funds available is determined by the federal costs in other Stafford Act programs. The JFO staff will conduct briefings for potential grant applicants within the first few weeks of JFO operations, but may not know the amount available for grants until six or 12 months after the disaster.
- **The Green Book**
Environmental considerations and contracts that apply in post-disaster activities that use federal funds are contained in a document known as “The Green Book”, which is maintained and published separately as an appendix to this annex. The hazard mitigation staff updates the document during the early weeks of the JFO to ensure that all actions adhere to current federal and state laws and regulations protecting natural, historic and cultural resources.

Long-Term Recovery Operations

The programs described in the Operations Section are implemented in declared localities within a few months of the disaster. For some large events, however, the JFO operations may transition to long-term recovery offices with specific missions related to the disaster. When urban areas require extensive reconstruction of either housing or infrastructure, their leaders

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may be compelled to implement comprehensive planning processes to reach critical decisions. Those processes will take many years to complete.

When the Governor designates the Economic Crisis Strike Force or other entity to lead the recovery planning and implementation processes, the operational content of the recovery strategy will change from what is described in this annex.

6. Logistics Section

This section manages the resources needed to implement the recovery programs and to continue response programs if needed. They must work closely with the VEOC and the federal Emergency Response Team – Advance (ERT-A) to establish the JFO and transition resources to the JFO.

FEMA provides the office equipment and communications equipment for both federal and state staff in the JFO. VDEM provides supplies and supplementary equipment for the state staff. The Logistics staff will coordinate the procurement of an appropriate number of state vehicles, cell phones and portable computers for the state staff at the JFO.

The staff will coordinate with the SCO to identify resources that need to be moved from the VEOC or from the VDEM Trade Court Facility (TCF) to the JFO, and establish a date and time to deliver the resources to the JFO.

The SCO/DSCO will ensure that the state facilities at the JFO are set up quickly and efficiently. FEMA will allocate space in coordination with the DSCO.

If the FCO and SCO establish additional facilities, such as Area Field Offices (AFO) or Interim Field Offices (IFO), the logistics branch is responsible for maintaining operational resources for all facilities.

The section will also manage resources needed for assistance centers, recovery centers and other outlets for direct assistance to people impacted by the disaster. In partnership with the Adventist Disaster Services, the section will cooperate with the warehousing operations and the distribution of donated commodities.

As the scale of the disaster increases, the branch may divide into three functional areas: JFO support (supplies, etc.), JFO staff support (housing, vehicles and equipment) and direct services.

7. Administration and Finance Section

Administration

The administrative functions at the JFO are focused on the SCO and the DSCO. VDEM administrative practices are followed by all state staff in the JFO. An administrative manual for JFO operations is maintained by the SCO administrative staff. Staffing is determined by the scale of the disaster and is sufficient to provide administrative support for the SCO, the DSCO, the Chief of Staff and program managers. Staff will be provided by VDEM or local contract services.

Finance

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This section establishes and documents procedures to assure full cost accounting and recovery in accordance with all state financial procedures. This function begins with the Governor's declaration of a state of emergency which authorizes use of state funds for emergency or disaster costs.

When a federal declaration is issued, the section expands its procedures to monitor and recover costs eligible for federal reimbursement and costs subject to federal match requirements. In the request for a federal declaration, the Governor assures the availability of the required match funds.

The SCO, in consultation with the VDEM Finance Division Director, prepares requests for state funds, using required justifications and information, and sends the request to the Department of Planning and Budget (DPB) for review. The SCO also designates the section manager for the JFO. All financial procedures at or for the JFO are conducted in compliance with the Administrative Process Act.

The Staffing of this section at the JFO may be limited to positions needed to review time sheets and travel reimbursement requests from JFO staff. However, the full function for this section includes the VDEM staff in Finance and Human Resources at TCF who provide oversight and who process payroll, payments, claims, procurement requests, and time sheets.

E. Appendices (*Published Separately*)

State Administrative Plan for Other Needs Assistance (ONA)

State Administrative Plan for the Public Assistance (PA) Program

Attachments:

Attachment 1 - Disaster-specific Annex to PA Admin Plan.doc

Attachment 2 - Debris Management

State Administrative Plan for the Hazard Mitigation Grant Program (HMPG)

The Green Book – Environmental Considerations and Contracts

Local Disaster Recovery Task Force

Commonwealth Emergency Relief for Localities (State Public Assistance)

F. Authorities and References

Commonwealth of Virginia Emergency Operations Plan Basic Plan, Appendix E: Federal Emergency and Disaster Assistance